



Joy Lane Primary School

A Love of Learning, for Life, for All

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

Friday 24th September 2021

Dear Parents and Carers,

Parent Partnership Meetings **Virtual meetings will be held during the week of Monday 11th October 2021**

I am writing to inform you that we will be holding our virtual Partner Partnership meetings from the week beginning Monday 11th October 2021; in Term 2, we are also planning to hold an open afternoon where you will be able to share what your child has been learning since the start of term.

You will be able to pre-book your virtual appointment with your child's class teacher through ParentMail via the Parents Events tab. We are offering you the choice of a virtual face-to-face appointment via Microsoft TEAMS, or if you prefer, a telephone appointment.

In the 'notes' section, please indicate:

- whether you would prefer a virtual Microsoft TEAMS meeting and include your email address
- or whether you would prefer a telephone conversation and please include your preferred contact telephone number

I know that a majority of you use the Microsoft TEAMS platform, as we used this for our remote learning – for new parents and carers, it is free to create a Microsoft Teams account (<https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software>); however, you do not need an account to join the meeting. You will be sent a link prior to your appointment. For Apple or Android devices, Microsoft Teams can be downloaded as an App via your App/Play store.

Each appointment will be **ten minutes** in length and the focus, as always, will be your child's well-being and how well they have settled in class after the interruption in their educational journey over the past eighteen months; for some of you, this will be the first meeting with your child's class teacher.

For safeguarding purpose, all telephone calls and Microsoft TEAMS meeting will be recorded.

You will be able to access the booking portal from noon on Monday 27th September 2021 until noon on Friday 8th October 2021. Please note that each class teacher has offered three different dates to choose from with two sessions until 6.30pm.

The Class Teachers kindly ask that you keep to your ten-minute consultation and that if any further discussion is required, an individual follow-up appointment is made via ClassDojo.

Yours sincerely,

DJ Hines

Debra Hines
Executive Headteacher



Joy Lane Primary School
Joy Lane
Whitstable
Kent CT5 4LT

PHONE: 01227 261430
FAX: 01227 261572
E-MAIL: office@joylane.kent.sch.uk
WEBSITE: <http://www.joylane.kent.sch.uk>